

Employment Services Agreement

REPRESENTATION AGREEMENT AND NON-SOLICITATION

By submitting this application, the applicant agrees to be represented by Pacific Medical Recruitment & Consultancy in their job search with any potential employers introduced by the agency.

The applicant further agrees not to accept any DIRECT job offers or employment opportunities from these employers without the involvement and prior consent of Pacific Medical Recruitment & Consultancy Pte Ltd. PERMANENT / CONTRACT (UNDER CLIENT PAYROLL) POSITION Upon your being selected and offered a position with our client, you MUST notify Pacific Medical Recruitment of the position, salary including allowance offered and the commencement date.

Upon being issued letter of appointment by our client, you must provide a copy (fax/email) to Pacific Medical Recruitment for confirmation and our billing purpose. You agree to be employed for a minimum period of three (3) months (hereinafter referred to as the 'minimum period' which excludes any resignation notice period) upon commencement with our client. In the event that

- (a) you should terminate the employment within the 'minimum period'; or
- (b) you are terminated by your employer for conduct inconsistent with the fulfilment of the express or implied conditions of your service within the 'minimum period'; or
- (c) you have been continuously absent from work for more than two days during the "minimum period" without prior leave from your employer or without reasonable excuse or without informing or attempting to inform your employer of the excuse for such absence resulting in your services deemed terminated, you shall be liable to pay us the sum equal to one hundred percent (100%) of your offered first month's gross salary.

If you did not turn up for work or reject the job after confirming acceptance (either with Pacific Medical Recruitment or client) of the job, including verbal acceptance, you shall pay to Pacific Medical Recruitment an administration fee equal to fifty percent (50%) of your offered first month's gross salary.

LOCUM | TEMPORARY POSITION (PAID BY PACIFIC MEDICAL RECRUITMENT)

You will be briefed as to the type and place of work, duration, rate of pay and other necessary details once you confirm acceptance of an assignment. Timesheets will be given during the initial meeting as you come on board. You must fill in timesheets accurately and neatly. You are paid only on hours worked. On a monthly basis, you must have your supervisor of the client's authorized signatory sign and company stamp on each Timesheet. Completed original Timesheets must be submitted to Pacific Medical Recruitment by the 1st of the subsequent month or on completion of assignment. Timesheets cannot be 'white-out' or erased. Payment is processed and made monthly. You undertake to complete all assignments fully and responsibly.

By virtue of the nature of your temporary assignment, Pacific Medical Recruitment or the client may shorten your assignment without having to give you any notice or payment in-lieu. You are required to notify our client and Pacific Medical Recruitment

- (a) if you are unable to work at the scheduled time; or
- (b) if you are unable to report to work on grounds of illness. You are required to submit your medical certificate duly certified by a registered medical practitioner. Our rate of pay will vary according to

the nature of work and the length of your assignment and are usually hourly-rated. Any queries regarding rates should only be directed to Pacific Medical Recruitment If you did not turn up for work or reject the job after confirming acceptance (either with Pacific Medical Recruitment or client) of the job, including verbal acceptance, you shall pay to Pacific Medical Recruitment an administration fee equal to fifty percent (50%) of your offered first month's gross salary.

In the event of termination, you shall serve a period of 30 days notice from the date no earlier than the confirmed commencement date of the locum / contract. This shall be read in conjunction with a separate contract stating the terms and conditions of your assignment in greater details. We function as the administrative body of client. All benefit, unless specified shall be payable / granted to you by client who shall have direct control over you and will supervise and direct your work performances. You shall be paid for your services monthly in arrears at the end of each month upon prior payment by client.

Your services with Pacific Medical Recruitment shall automatically end immediately upon your services being terminated by client. You agree

- (a) to exercise all proper skill and diligence in performing the services and the assignment;
- (b) to comply with all applicable governmental laws and regulations and not cause or engage in any activity likely to compromise your ability to perform the services;
- (c) to ensure that no conflicts of interest arise ;
- (d) observe all confidentiality and non-disclosure provisions;
- (e) not to engage in any activity likely to compromise your ability to perform the services or assignment fairly and independently, and you acknowledge that client is relying on your experience and expertise. Accordingly, you must immediately disclose to Pacific Medical Recruitment and client any activity which may constitute a conflict of interest and
- (f) that your entry into this agreement and performing the services and the assignment do not contravene the terms of any agreement with a third party.

OTHER CONDITIONS

You agree that you will not seek or accept a direct offer of employment whether temporary, permanent or on contract from any Pacific Medical Recruitment client without first notifying Pacific Medical Recruitment during the period of twelve (12) months immediately following your last assignment or contact with such client. If this is breached, Pacific Medical Recruitment reserves the right to demand from you the sum equal to a hundred percent (100%) of your first month's salary. You agree not to recommend your friends or relatives to work for any of Pacific Medical Recruitment client whom you have been referred to for interview or worked before. Such recommendations should only be done through Pacific Medical Recruitment. If this is breached, Pacific Medical Recruitment reserves the right to demand from you the sum equal to a hundred percent (100%) of that candidate's first month salary. You must inform Pacific Medical Recruitment

- (a) if client offers you permanent employment or decides to extend your assignment period and
- (b) of changes of your address, contact numbers, or any others personal particulars as soon as they occur so that your personal records may be kept updated.

You also undertake to fully indemnify and hold Pacific Medical Recruitment harmless from and against all actions, claims proceedings, demands and costs (including legal costs and expenses on a full indemnity basis), awards, judgements, orders, damages and or losses incurred arising out of or resulting from any misconduct or any act committed by you tortuously or otherwise and whether done in the course of your appointment or assignment. You also undertake to be liable for all claims, damages and / or loses incurred by LinkGap and client resulting from your negligence or misconduct. You are deemed to have accepted fully on the aforesaid terms and conditions once you attend an interview with a client arranged through Pacific Medical Recruitment.

PACIFIC MEDICAL RECRUITMENT PRIVACY POLICY WHAT PERSONAL DATA IS COLLECTED

Pacific Medical Recruitment may collect your personal information from you, including (without limitation) your name, contact details, qualification, work history, your right to work in a particular country, languages spoken, professional memberships and accreditations, your work objectives and other information from your CV, if you are to be considered for a particular position, we may also collect references from your nominated referees. All the personal data we collect is held, used and disclosed for the purposes set out below.

USE AND DISCLOSURE OF PERSONAL DATA

Pacific Medical Recruitment holds, uses and discloses your personal data for the following purposes:

(a) to provide our services to you: or

(b) to maintain our business relationship, when you are a user of our website, a client or candidate: or

(c) to enable you to submit your CV generally, to apply for specific job: or

(d) to match your coded details with job vacancies, to assist us in finding a position that is most suitable for you and, where you provide your prior consent as a candidate, to send your personal data to clients in order to apply for jobs: or to answer our inquiry: or

(f) to direct- market products and services, advise you of news and industry updates, events, promotions and competitions, reports and other information. Where we do so, you will be able to unsubscribe from such communications: or

(g) to trusted third parties where we have retained them to provide services that you have requested, such as psychometric evaluations or skills tests, and who also provide services to us, such as professional advisers, IT consultants, mailing houses and function co-ordinators.

These third parties must comply with similar undertakings of privacy and confidentiality as PACIFIC REHAB GROUP : PACIFIC REHAB & THERAPY (UEN 202823673G) Medical Recruitment & Consultancy : EA license No. 22C0973 (UEN 202204159W) Version: May 2022 Pacific Medical Recruitment; or

(h) we may also release personal data to regulatory or law enforcement authorities, if they require us to do so;

(i) we may also seek your consent to collect, hold, use and disclose your personal data for any other purpose not listed above.

SECURITY

Pacific Medical Recruitment takes reasonable steps to protect the personal information we hold from loss, unauthorised access, and misuse. The use of lock and security systems assist Pacific Medical

Recruitment in protecting your personal information. Your personal information may be stored in hard copy documents, or electronically on Pacific Medical Recruitment software or systems. When no longer required, personal information is destroyed in a secure manner or deleted.

ACCESS (EDIT/UPDATE) OR PERSONAL DATA

Pacific Medical Recruitment takes reasonable steps to ensure that personal information it collects is accurate, up to date and complete. In circumstances where your personal information has changed please contact Privacy Officer, they will endeavour to update and correct the information in accordance with applicable privacy law. Pacific Medical Recruitment may also contact you from time to time to check that the information is still correct.

CHANGES TO THIS POLICY

Pacific Medical Recruitment may amend this Privacy Policy from time to time.

CONTACTING LINKGAP'S PRIVACY OFFICER

Please contact our Privacy Officer if you have a request relating to any of the following:

- (a) if you would like to access, or correct, your personal information held by Pacific Medical Recruitment; or
- (b) if you would like your personal information removed from the Pacific Medical Recruitment database; or
- (c) if you would like to opt-out from receiving direct marketing e-mails; or
- (d) or any general queries relating to this Policy.

You may contact Pacific Medical Recruitment 's Privacy Officer by email:

personaldata@pacifcrehab.com.sg

PACIFIC REHAB & THERAPY (UEN 202823673G)

Medical Recruitment & Consultancy:

EA license No. 22C0973 (UEN 202204159W)